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Document No. 012

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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 4 Jan 78 By: 022

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

The Office of Training reports on the following activities during the month of November 1959:

1. Training Assistance

a. [REDACTED], 25X1A9a
asked A&E to review the Professional Employee Test Battery results on approximately 140 communications technicians for the purposes of career planning and promotion.

b. A notebook from the School of International Communism containing a twenty-week curriculum and sixteen more detailed papers on various aspects of communism was released to [REDACTED] for passing by [REDACTED]. A second and final installment (three lectures and a pamphlet) of unclassified materials was sent in two copies for eventual use in briefing Thai government officials on communism.

c. Briefings on CIA activities, coordinated in the office of the Orientation and Briefing Officer, were conducted for Major General Alva R. Fitch, newly appointed Deputy ACSI; Mr. Edson O. Sessions, newly appointed Ambassador to Finland; and Major General C. C. Troxel, Jr., newly appointed Chief of Provisional MAAG in Korea.

d. Three briefings were conducted on NSC/USIB/CIA: one

[REDACTED]

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e. [REDACTED] has accepted an invitation to lecture 25X1A9a
at American University's School of International Service. The
lecture on "CIA's Role in the Formulation of Policy" will be a
regularly recurring event (five times a year) and an integral part
of the School's six-week business Council for International
Understanding.

2. Internal Training Activities

a. Seventeen students completed Writing Workshop (inter-
mediate) No. 2 on 19 November.

b. On 17 November [REDACTED] reported as 25X1A9a
replacement for [REDACTED] pl.
He will be thoroughly briefed on the functions of the job and
the components of the School and will visit [REDACTED] 25X1A6a
[REDACTED] 25X1A6a

c. Printing Services Refresher Course No. 2 was held two
hours a day from 16 to 25 November. Eleven supervisors of the
East Building Printing Plant, including the Deputy Chief of the
Printing Services Division, O/L, attended.

d. The Scientific and Technical Course ended on 20
November with a discussion by [REDACTED] of student ques-
tions. Student reaction to the course was universally good,
according to the critiques.

25X1A9a

e. The phase of the Integrated Course for JOT's dealing
with International Communism has been completed and that on
Skills has begun.

f. During November language awards were authorized in
the amount of \$18,650 to 135 employees. Cumulative awards
to date now total \$305,350 to 2,452 employees.

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3. Monthly Enrollment

During the month of November 843 persons were enrolled in OTR-conducted training. Twenty-two of these were Agency dependents and seven were employees of other Government agencies.

[REDACTED] 25X1A9a
Acting Director of Training

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OTR/PPS [REDACTED] (4 Dec 59) 25X1A9a

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